

OPPPM MEMORANDUM  
NO. 20-31-47

23 October 1980

OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT MEMORANDUM

SUBJECT : Differentiating Between Promotion and Pay Adjustment for  
Career Field Changes for GS and GS-Related Employees

STATINTL REFERENCE : HR

RESCISSION: Memorandum fm D/PPPM, Subject: Uniform Promotion  
System, dtd 1 Nov 78

1. Background: Although the Federal Personnel Manual defines any increase in an employee's grade as a promotion, the Agency's policy is to document increases in grade as promotions only if they are based on merit, an assessment of potential for higher level responsibilities, and are the product of the operation of the panel system (see HR ). As a result, the Agency's definition of promotion cannot accommodate instances in which an employee's grade is increased in connection with a change in a career field. An example is the acceptance of a clerical employee into a professional or technical training program or position with an entry grade level which exceeds the employee's current grade. Proper documentation of such a case in the Agency requires the grade increase to be termed a "pay adjustment" with a "change of grade" rather than a promotion. STATINTL

2. Policy and Procedures: Effective with the publication of this notice, the following policy and procedures are to be complied with in processing requests for pay adjustments and changes of grade.

a. Policy: Any staff or contract employee who is accepted for a position that entails a significant career field change or who completes a formal training program that normally permits a grade increase will receive a pay adjustment and change of grade to reflect the appropriate grade based on the employee's training and experience (but not necessarily the grade of the position). All adjustments to higher grade levels should be based on the employee's qualifications and should be commensurate with entry grades for new employees entering the career field. In submitting an adjustment request, the Operating Official or Component Personnel Officer must certify that the employee has met the necessary requirements for the higher grade. In this regard, special care must be taken to ensure that the grade requested is consistent with the level of responsibilities the employee will assume.

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b. Procedure: Components desiring to adjust an employee's grade upward (staff or contract) will submit a Request for Personnel Action (Form 1152) with the nature of the action "Pay Adjustment and Change of Grade." The remarks section of the action will contain a short statement by the Component Personnel Officer certifying that the employee concerned has met the requirements for the grade increase and citing this memorandum as a reference.

(1) Personnel actions for one-grade changes will be processed routinely in the same manner as other requests for personnel actions. These actions will be authenticated and approved by the Professional Placement Branch/Staff Personnel Division (PPB/SPD) or in the case of contract employees by Contract Personnel Division (CPD).

(2) Personnel actions for two-grade changes for staff personnel will be submitted directly to SPD/PPB, 836 Ames Building for staff review and approval by Chief, SPD. For contract personnel, the request for approval will be submitted directly to Chief, CPD, 5E-65 Headquarters Building.

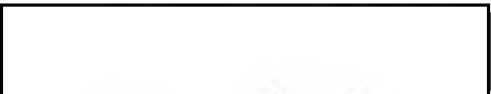
(3) The justification for the "adjustment" must be based on the employee concerned meeting the minimum requirements for the higher grade requested.

(4) Personnel actions with a request for a three-grade or higher change will be submitted via memorandum from the gaining component to the Director of Personnel Policy, Planning, and Management (D/PPPM) through the appropriate Division concerned (SPD or CPD).

(5) All disapprovals will be reviewed by the D/PPPM.

(6) All employees affected by such Pay Adjustments must have a current Performance Appraisal Report on file with OPPPM.

(7) Actions that are covered by this memorandum do not have to comply with the Uniform Promotion System, the referenced regulation, or the normal one-grade promotion limitations. However, all such actions will be counted within grade and ceiling constraints.

  
Harry E. Fitzwater  
Director of Personnel  
Policy, Planning, and Management

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